Iowa Department of Transportation:

Attolist Quick Start Guide

Web-based Construction Collaboration for Iowa DOT Bridge Projects

Shop Drawing Submittals

Produced: December 2009

Table of Contents:

Additional help can be found by clicking the "Help" button in Attolist

Attolist Support can emailed at info@attolist.com or throught their website at attolist.com/contact/

Accessing Submittals:

The submittal dashboard can be accessed in Attolist by placing the mouse over the "Construction Administration" tab in the upper right hand corner of the screen. A drop down menu will appear; the user should click on the "Submittals" option.

The submittal dashboard serves as the homepage for the management of submittals in Attolist. Users can create new submittals, review submittals, forward submittals, and view submittals. The dashboard shown in the screenshot below lists the open submittals with their statuses and also gives statistics on the management of submittals. Using the buttons on sidebar to the right of the screen users can create and access submittals.

Accessing Submittals:

Submittals can be accessed using the right sidebar and selecting the status of the submittal that the user is trying to access. Stored submittals will have attachments with comments if applicable. When opening attachments it is important to click the "View Markups" Button. Clicking on the actual file will not show the markups. Individual submittals will also show the history of the document.

Creating Submittals:

To create a submittal begin by clicking the create submittal button on the top of the right side bar. Enter information in the fields of the form using the information below:

1. Submittal Number: Enter applicable Iowa DOT specifications section number
2. Submittal Name: Enter appropriate name
3. Number of Copies: Leave as default setting (N/A – PDF)
4. Requested Due Date: Selection applicable due date*
5. Submittal Type: Check most appropriate box
6. Trade Group: Select the Iowa DOT office or document type most appropriate based on the submittal. This will determine who the submittal is sent to for review.
7. Category: If a choice from the drop down menu is applicable select it. This information will be used to supplement the "Submittal Type"
8. Substitution: Select the appropriate option
9. Subcontractor/ Manufacturer: Enter name if applicable
10. Contractor Transmittal Number: This field can be left blank

*Note: It is the responsibility of the party submitting documents to understand requirements for review timelines.

US 6 Broadway Viaduct Bridge Replacement [demo]

Add A New Submittal

Submittal Number*	[ ] - [ ] *(Spec Section - Number)*
Submittal Title* *(Note: 100 characters max)*	[ ]
Number of Copies*	N/A - PDF ▾
Date Received/Sent*	12/03/2009
Requested Due Date*	12/24/2009 ▦ *mm/dd/yyyy*
Submittal Type*	☐ Shop Drawings ☐ Product Data ☐ Samples ☐ Test Data ☐ Certifications ☐ Schedules ☐ Mix Designs ☐ Calculations ☐ Mock-up ☐ Other
Trade	[▾]
Category	[▾]
Substitution	[▾]
Subcontractor/Manufacturer	[ ]
Contractor Transmittal Number	[ ]

11. References: Use this to link a submittal to other related documents in Attolist
12. Review Comments: This section should be left blank
13. Add Attachment: Type in an appropriate file name and select the file to upload using the "Browse" button locate the appropriate pdf file to upload

References

Construction Phase Docs	LINK	None
Design Phase Docs	LINK	None
Sheets	LINK	None
Specifications	LINK	None
Reports	LINK	None
Submittals	LINK	None
RFIs	LINK	None
Field Reports	LINK	None
Meeting Minutes	LINK	None
Messages	LINK	None

Review Comments

Review comments provided by the design team are hidden from the construction team when the submittal is "open". Review comments provided by the construction team are visible when the submittal is "open" or "returned". Review comments do not appear on transmittals.

Note: 1000 characters max.

Add Attachments

Upload file types jpg or pdf. Maximum file size is 50MB per attachment.

Title:	File:	Browse...
Title:	File:	Browse...
Title:	File:	Browse...
Title:	File:	Browse...
Title:	File:	Browse...

14. Submittal Schedule: This feature is not used
15. Notifications: Individual People can be selected to receive the submittal. If a trade group has been selected it is unnecessary to select anyone here.
16. To Finish: Click "Send", members of the trade group and/or people under "Notifications" selected will receive email notifications for the submittal.

Submittal Schedule

Link Submittal to Schedule Item. Please disable pop-up blocker for attolist.com

Schedule Items: None

Notify Architect by Email

○ Scott Baldermann attolist
○ Chuck Jahren Iowa State University
○ James Nelson Iowa DOT
○ Cherice Ogg Iowa DOT
○ Kim Powell
○ James RCE Iowa DOT
○ Aaron Zutz Iowa State University

[Save Draft]   [Send]   [Cancel]

Reviewing Submittals:

When opening a submittal to review it the reviewer can either "Forward" or "Return" the submittal. For users wishing to forward a submittal, after clicking the "Forward" button they will be taken to a screen where they will be able select who they wish to forward the submittal to and also include any notes in the "Transmittal Notes" section of the screen. The submittal will be forwarded when the user clicks the "Save" button. Instructions for reviewing submittals are on the next page.

US 6 Broadway Viaduct Bridge Replacement [demo]

View Submittal

Submittal

Submittal Number	1234-12
Submittal Title	Test 1243
Submittal Status	Open
Number of Copies Received	N/A - PDF
Date Received	12/03/2009
Submittal Type	Shop Drawings
Link to Submittal Schedule	[none]
Requested Due Date	12/24/2009
Trade	
Category	
Substitution	No
Substitution Accepted	No
Subcontractor/Manufacturer	
Transmittal Number	
Internal Archiving Number	
Submittal Notes	
Review Status	
Reviewed By	
Number of Copies Returned	0

[Edit] [Delete] [Forward] [Return] [Print]

Attachments

12/03/2009	Test (Report_9.pdf)	⊕ ADD MARKUPS	Project Admin (Prime Contractor) - Contractor 1

Submittal History

12/03/2009 10:07 AM	Forwarded	Project Admin (Prime Contractor) - Contractor 1
12/03/2009 10:07 AM	Added	Project Admin (Prime Contractor) - Contractor 1

Transmittal History		Sent	Returned	Printable
Aaron Zutz / Iowa State University		12/03/2009	Auto-generated	🗎

Review History

12/03/2009	Prime Contractor - Contractor 1
(pending)	Resident Construction Engineer - Aaron Zutz

References

To return a submittal begin by clicking the "Return" button. On the next screen enter information in the fields of the form using the information below:

1. Review Status: Select one of the four standard Iowa DOT options: "No exceptions taken", "Furnish as Noted", "Revise and Resubmit", or "Rejected"
2. Reviewed By: Enter name of Reviewer
3. Number of Copies Returned: Leave as Default (1)
4. Date of Return: Use default date (Today's Date)
5. Trade Group: Select Iowa DOT office or document type most applicable. This will determine who the returned submittal will go to.
6. Category: If a choice from the drop down menu is applicable select it. This information will be used to supplement the "Submittal Type"
7. Substitution: Select the appropriate option
8. Substitution Accepted: Select the most appropriate option only if this submittal is a substitution
9. Submittal Notes: This section is not used
10. Attachments: To markup up a file click the "add markups" button. A pop-up window will appear with a pdf of the file. The file should be marked up in this window. The software allows users to insert stamps electronically. This can be done using the "Raster Image" button on the left side bar. When the mark ups are complete the user should save them using the "Save Markups" button in the upper left hand corner of the screen.

11. References: Use this to link a submittals to other related documents in Attolist
12. Add Attachments: If any additional attachments are necessary type in an appropriate name and select file to upload using the "Browse" button and select the appropriate pdf file to upload
13. Review Comments: Insert comments here that are not included in the marked up submittal.
14. Returning the document: Use the "Return" button to send the response to the person who originally submitted the document. Use the "Return with Notifications" to select other team members to be notified by email of the response.